

# **MAC and WESTAF 2009 ARRA APPLICATION INFORMATION**

## **Section One: Guidelines**

### **American Recovery and Reinvestment in the Arts (ARRA) Grants through Montana Arts Council (MAC) and Western States Arts Federation (WESTAF)**

Organizations applying for both the MAC and WESTAF ARRA grants must meet the eligibility requirements and complete the application to the MAC ARRA grant program. This is an online application process that requires a \$10 processing fee payable by credit card, which includes processing of the WESTAF ARRA grant (if you are applying for both).

After completing the MAC ARRA application, organizations applying for a WESTAF ARRA grant will be directed to go on to answer an additional series of questions. The WESTAF ARRA guidelines follow at the end of these MAC ARRA guidelines.

Both grant programs offer one-time-only funding. Eligible applicants may submit **one** application to **both** the MAC and WESTAF ARRA grant programs (AND one application to the NEA ARRA) but **ultimately can only receive funding from one of the three** – funding from more than one ARRA grant program is not permitted. The granting organizations, not the applicants, will be responsible for controlling duplication in the final awards.

#### **Important Dates:**

- Notification from MAC to all eligible applicants: May 8-11, 2009
- Application Available Online: May 8, 2009
- **Deadline to Apply: 5:00 p.m. Tuesday, June 30, 2009**
- Review Panel Meets for MAC ARRA Grants: Mid August, 2009
- Announcement of MAC ARRA Grant Recipients: August 31, 2009
- Grant Period Begins: October 1 - November 16, 2009

## **MAC ARRA Guidelines**

MAC's ARRA grants are limited to:

- **Salary support**, full or partial, for one or more employees whose positions are critical to an organization's artistic mission and are in jeopardy or have been reduced or eliminated as a result of the current economic climate.
- **Fees** for previously engaged artists and/or other independent contractors to maintain the period during which such persons would be engaged but are in jeopardy or have been reduced or eliminated as a result of the current economic climate.

Funds may be used for the retention or restoration of:

- Employee positions (full-time or part-time).
- Hours and/or hourly wages of employees (full-time or part-time).
- Fees of artists and/or other independent contractors.

Funds may NOT be used for:

- Support of fundraising or development positions (federal requirement).
- Jobs or contracts related to capital improvements, facility construction or restoration projects.
- Creating new positions or contracts, or extending the length of time on existing contracts.

#### Deadline to Apply

Applications must be submitted online. The deadline to apply is 5:00 p.m. Friday, June 30, 2009.

#### Funding Levels

Requests from \$5,000 up to \$25,000 will be considered. Applicants chosen to receive grants will be fully funded and no match is required. The total funding amount available for all MAC ARRA grants is \$241,000.

#### Grant Period

One year (12 months), with the start date no earlier than Thursday, October 1, 2009, and no later than Monday, November 16, 2009.

#### Eligibility Requirements

Applicant must be a nonprofit 501(c)(3) ARTS organization or a unit of state, local or tribal government in the state whose program mission has the arts at its core AND has received funding from the Montana Arts Council (MAC) and/or the state's Cultural & Aesthetics Trust between July 1, 2005 and May 1, 2009, or been approved for funding in the 2010-11 Cultural Trust cycle.

Applicant organizations must have a DUNS number to be eligible. If your organization does not have a DUNS number, you can apply for one on this site: [www.grants.gov/RequestaDUNS](http://www.grants.gov/RequestaDUNS) or you can call 1-866-705-5711. There is no charge for this.

#### Examples of Appropriate Use of Funds

##### Example One: The Great Art Museum

The Great Art Museum currently receives a Public Value Partnerships grant through the Montana Arts Council to support its ongoing operations. It has a full-time staff of three and four part-timers.

The full-time position of arts education coordinator is being cut next fiscal year due to reduced income projections.

This position is responsible for a major arts education program that affects approximately 3,000 students in the county.

Last year The Great Art Museum attracted \$45,000 in foundation support for this program which funded the arts education coordinator position. Two of those foundations have notified the museum of their intent to focus funding on other matters in the next year, thus reducing the museum's foundation support by \$30,000.

The Great Art Museum could request a MAC ARRA grant of up to \$25,000 to preserve this important position and ensure that the arts education program activities continue.

##### Example Two: The Literature Group

The Literature Group currently receives funding through the state's Cultural and Aesthetics Trust project to support their Readers' Rallies program – a series of public performances showcasing Montana writers. The Literature Group has an extensive outreach program associated with the rallies that offers learning opportunities along with the public performances. The organization has a part-time administrative staff of two. They engage artists by contract fees to produce and perform the various rallies.

Due to declining government support and increased travel costs, the Literature Group needs to reduce the number of presentations next fiscal year, to balance their budget. This means that contracts will be made with four artists instead of six.

Reducing the roster of artists by two means that two regions will not have a local Reader's Rallies presentation. This negatively impacts access to the program, especially for the 300 or so low-income residents who have limited transportation options.

The Literature Group could request a MAC ARRA grant of \$6,000 (100% of the cost for two contracts of \$3,000 per artist) to continue to provide access to their programming to as many regions as possible.

#### Reporting Requirements and Payment Schedules

MAC and WESTAF anticipate separate, frequent and comprehensive reporting requirements for this grant program. Therefore, grant award payments will be made incrementally, probably quarterly, and will only be processed upon receipt of all required reporting documentation. Failure to submit reports on the stated deadline will result in the loss of all remaining funding and may require repayment of ARRA grant funds already received.

Quarterly reports are due to MAC by the last day of each quarter (12/31, 3/31, 6/30 and 9/30). The first report will be due by Dec 31, 2009. There will be absolutely NO flexibility in these deadlines. Extension requests for any reports cannot be made or granted.

Reporting must be completed online. In order to provide complete transparency for ARRA funds, the information will be publicly available on the State of Montana's website and reported to federal agencies on their recovery website ([www.recovery.gov](http://www.recovery.gov)).

Christy Stiles ([cstiles@mt.gov](mailto:cstiles@mt.gov)), MAC's designated staff representative for this grant program, will be available to help guide grantees through the reporting process.

#### Criteria for MAC ARRA Funding

- Quality of the organization.
- Artistic excellence and merit for the communities served.
- Priority to arts organizations with substantial outreach activity to underserved populations.
- Potential to have a significant and immediate impact on the arts work force.
- Significance of the job(s) to the mission and core work of the organization.
- Likelihood that the job retention/recovery funding will achieve the intended outcome: that the organization can realize their artistic and public service goals by retaining or restoring those jobs and/or contracts.
- Appropriateness of the budget request and resources involved.
- Quality and clarity of the proposal.
- Ability to meet the reporting requirements. Past MAC and/or Cultural & Aesthetic Trust grantees' final report history will be taken into account. A history of late final reporting will lower an organization's ranking for funding consideration.
- Grantees represent a diversity of urban and rural locales and organization sizes – small, medium and large.

#### Narrative Questions

The answer to each narrative question must be entered in an individual text field in the online form, with the maximum word count noted after each question. Be sure to have all the necessary information gathered, including financials, in order to answer these questions BEFORE STARTING

the online application process. You will have the ability to save your work online and return to it at any point before you finally submit it.

Organizations who have already applied to the NEA ARRA program are encouraged to cut and paste answers to questions a. and b. under item 2, as they are the same as the NEA's. (It is not possible to simply attach the same pdf.) The other questions are new and specifically address MAC and WESTAF criteria. Also, for NEA ARRA applicants: do not submit the Key Statistics chart that was required in the NEA narrative section. Instead, a separate financial profile is required (Refer to the MAC ARRA Financial Profile and Budget Request instructions and form.)

### **1. Organizational Background**

- a. Provide a two or three sentence statement about your organization. Summarize its mission/purpose and characterize the community/region/audience it serves. (Maximum: 50 words)

### **2. Proposed Use of Funds - *you may request support for both or either a. or b.***

- a. Note the employee position(s) for which you are seeking support. Provide job title, description, and salary, including fringe benefits. Discuss the significance of this position to the mission and core work of your organization. Describe the effect on your organization if this position were curtailed or eliminated. Is this position currently filled? (Maximum: 250 words)
- b. Describe the artist(s) and/or independent contractor(s) to whom you propose to pay fees. Describe the role for which these individuals would be paid and total fees for each of these individuals. Discuss the significance of their role to the mission and core work of your organization. Describe the effect on your organization if the role(s) were curtailed or eliminated. Is this contract currently filled? (Maximum: 250 words)
- c. How will you assess the degree to which your job retention and recovery goals are achieved? (Maximum: 50 words)
- d. Are there other jobs in your organization that might be saved as a result of saving this job or jobs? (Maximum: 50 words)
- e. Are there jobs in other for profit or nonprofit businesses that might be helped by saving this job or jobs? (Maximum: 50 words)

### Financial Forms

The Financial Profile and Budget Request form is required to complete the application process. At the end of the spreadsheet there is a link to a free pdf converter software program. Your converted pdf form will then need to be uploaded into the application site. An Excel spreadsheet format of the same form must also be emailed to MAC, at [cstiles@mt.gov](mailto:cstiles@mt.gov). Both of these documents must be completed and uploaded or sent by the deadline, 5:00 p.m., Tuesday, June 30, 2009.

### **Link to MAC/WESTAF ARRA Online Application Site**

<https://mt.slideroom.com/app/Applicant.aspx>

### **Montana Arts Council ARRA Contact Information**

Kristin Han Burgoyne, Grants Director  
406-444-6449  
[Khan@mt.gov](mailto:Khan@mt.gov)

Cinda Holt, Business Development Specialist  
406-777-0090  
[cholt@montana.com](mailto:cholt@montana.com)

## WESTAF ARRA Guidelines

### Eligibility Requirements:

- Applicants must meet the eligibility requirements of, and submit an application to, the Montana Art's Council's ARRA grant program.
- Applicants must seek WESTAF funds only for full-time staff positions that:
  - Have been recently laid off; or,
  - Are in imminent danger of being laid off.
- Applicants must be able to document that they meet this eligibility requirement.
- Applicants may apply for WESTAF to fund a different position than that for which they are applying for MAC ARRA funding. In either case, applicants may receive funding from only one organization, i.e., NEA, MAC or WESTAF.

Contract positions, fees to artists and new positions are not eligible for funding.

WESTAF funding will be limited to organizations that exhibit robust community participation; and one of the following:

- Full-time professional administrators working in nonprofit arts organizations of color or arts organizations that are rooted in racially and ethnically diverse communities;
- Full-time professionals working in the area of creative technologies and the arts in nonprofit arts organizations;
- Recently hired full-time professionals of great promise whose continued employment or reemployment would benefit their careers and the field.

Please note that applications for WESTAF funds will be very competitive. Applications that do not fit explicitly within the WESTAF criteria and guidelines will not advance to the WESTAF review panel for consideration.

### Deadline to Apply

This application must be received online. The deadline to apply is 5:00 p.m. Friday, June 30, 2009.

### Funding Levels

Awards will be made in amounts of up to \$50,000 per organization. No match is required.

WESTAF anticipates frequent and comprehensive reporting requirements for this grant program. As such, payments to grant recipients will be made incrementally, possibly monthly or quarterly. Grant award payments will only be processed upon receipt of all required reporting documentation. Failure to submit timely reports will endanger grant award payments.

### Criteria and Narrative Questions for WESTAF funding

WESTAF strives to provide funds to organizations that exhibit an ability to sustain the staff position beyond the grant funding. All applications will be evaluated on the responses to the following six items. Numbers four through six will only be applicable depending upon which type of position an organization is seeking funding for.

1. The title of the full-time position for which you are requesting support.
2. The annual salary amount, including benefits, for the staff position for which you are seeking funding.
3. The degree to which the organization engages its community and the public through robust and inclusive participation in its activities.
4. The effectiveness with which the organization supports communities of color and/or expresses and serves the cultures of the diverse peoples of the region.

*(This criterion applies only to applicants seeking support for a position in an organization of color or an organization rooted in a racially and/or ethnically diverse community.)*

5. The degree to which the organization or staff position supports the development and use of innovative digital technology in the arts. Technology positions that promote sustainability for the organization through new approaches to audience development or diverse revenue streams will be advantaged. *(This criterion applies only to applicants seeking support for a full-time creative technology position.)*
6. The degree to which the position for which funding is being sought is for the retention of a promising employee who was hired within the past two years and who has recently lost their job, or is in danger of doing so. Funding for individuals who exhibit great promise for an exemplary career in the arts field will be advantaged. *(This criterion applies only to applicants seeking support for a full-time position to retain or retain a recently hired person of great promise.)*

## **WESTAF ARRA Contract Guidelines**

This summarizes the items an awardee of WESTAF ARRA funds will need to agree to when going into contract with WESTAF. If a designated awardee cannot agree to these items, the designated awardee will not be offered a contract for the funds.

### Proof of Eligibility Related to Employment Status

Upon request, all awardees must present proof that the employee has been laid off from the organization or was scheduled to be laid off. If proof in the form of memos, minutes, e-mails and other documents is not available, the chair of the board of the organization must sign a statement testifying to the fact that the person employed with WESTAF ARRA funds meets the core eligibility requirement of having been laid off or was scheduled to be laid off.

### Proof of Compensation Rate

Upon request, all awardees must present proof of the previous/current compensation rate of the employee targeted for the use of the funds. WESTAF will allocate funds to awardees up to the level of \$50,000 for documentable compensation and benefits. Increases over a previous year's compensation and benefit level is acceptable provided the increase is congruent with the rates of increase in compensation presented to other employees in the organization.

### Agreement to File Reports

WESTAF and the National Endowment for the Arts (NEA) will require quarterly reports and may require monthly reports. WESTAF will not issue a monthly payment to the awarded organization unless all reports are current.

### Non-Transferability

In the event the employee designated to receive the ARRA funds separates from the grantee organization, the funds are not transferable to another employee. A request can be made for such transfer; however, approval is not automatic.

### WESTAF ARRA Contact Information

Shannon Daut, Deputy Director

303-629-1166

[shannon.daut@westaf.org](mailto:shannon.daut@westaf.org)

[www.westaf.org](http://www.westaf.org)

### **Link to MAC/WESTAF ARRA Online Application Site**

<https://mt.slideroom.com/app/Applicant.aspx>

## Section Two: Instructions for MAC ARRA Financial Profile and Budget Request form

**Important reminder:** The MAC ARRA Financial Profile and Budget Request form (three page Excel spreadsheet) must be submitted to MAC in two formats - once as a pdf in the online site, and once as an Excel spreadsheet email attachment to [cstiles@mt.gov](mailto:cstiles@mt.gov). Please check your page margins to make certain they are one-inch margins on all sides.

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### Helpful Definitions

**Employee** – A person who is hired to provide services to an organization on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.

**Fee** – A fixed sum charged for professional services provided by an organization (such as a touring company) or by an individual as an independent contractor.

**Fringe Benefits** – Payments made, or entitlements available, in accordance with a organization's policy and given in addition to wages or salary (such as FICA, Worker's Comp, Health Insurance, Retirement).

**FTE** "Full Time Equivalent" - Employment of 2,080 hours over a twelve-month period (usually a 40-hour week).

**Independent Contract** – An agreement between two or more parties that is written and enforceable by law.

**Independent Contractor** - A worker who has the independent contractor exemption certificate and meets the following conditions when he or she renders service in the course of an occupation: he or she (A) has been and will continue to be free from control or direction over the performance of the services, both under contract and in fact; and (B) is engaged in an independently established trade, occupation, profession or business, and further acknowledges no coverage under the Workers' Compensation and Occupational Disease Act. (Per Montana State Law.)

**Job** - A regular activity performed in exchange for payment, especially as one's trade, occupation or profession.

**PT** "Part Time" - Employment of less than 2,080 hours in a twelve-month period.

**Salaries**- fixed compensation for services paid to an employee on a regular basis, usually weekly, bi-weekly or monthly.

**Wages** – Compensation for work.

## Step by Step Instructions for the Three-page Spreadsheet

### CELL A4

Type in your organization's legal name. When you fill this in, you will see that this information will automatically appear at the top of page two and three.

### CELL A6

Type in your start date, beginning no earlier than October 1, 2009, and no later than November 16, 2009. Use this format: mm/dd/yyyy.

### CELL A8

Type in the end date of your most recently completed Fiscal Year. Use this format: mm/dd/yyyy.

## SELF-CALCULATING CHARTS

Please do not override the formulas that are imbedded in the cells in all the charts. Simply type in the number (without commas) and it will convert either to dollars or percentages. All figures are rounded up to the nearest dollar.

### CHART ONE: Organizational Income Information

Fill in rows 12-18 in columns B, C, D and F only. Type in the number (without commas). Round to the nearest dollar.

### CHART TWO: Operating Expenses

Fill in row 23, columns B, C, D and F only. Type in the number (without commas). Round to the nearest dollar.

### CHART THREE: Organizational Jobs and Contracts Information

Fill in rows 27-32, columns B, C, D and F only. Type in the number (without commas). Round to the nearest dollar.

Row 29: To determine your organization's total FTEs, add up the total hours paid for all your staff (part-time and full-time) and divide that number by 2,080 hours.

Row 30: Count all the individuals who work for your organization on a part-time basis, whether full-time or part-time, and include the total number of persons here. For example, you could have 2.5 FTES entered on Row 29, and 6 persons entered on Row 30.

### CHART FOUR: History of Employee Positions for which Support is Requested

Fill in any or all of rows 37-39, depending upon the number of position for which you are requesting support. The dollar figures you enter here must equal 100% of each position's total salaries plus fringe benefits. This may or may not be the same as the amount of support you are requesting in your Budget Request form. You may request less than 100% support for a position, but you must enter it in this chart at 100% of its value.

Fill in columns B, C, D, E and F for each of the positions for which you are requesting support. Type in the number (without commas). Round to the nearest dollar. In column B: To determine the percentage of part-timers, take their total number of hours in a twelve month period and divide it by 2080 hours.



**CHART FIVE:** History of Fees or Independent Contracts for which Support is Requested

The \$ figure in these charts must include 100% of the fees or contract paid for each position - This may or may not be the same as the amount of support you are requesting in your Budget Request form. You may request less than 100% support for a contract or fee, but you must enter it in this chart at 100% of its value. Fill in columns B, C, D, E and F for each of the contracts or fees for which support is requested. Type in the number (without commas). Round to the nearest dollar.

**For Your MAC ARRA Budget Request on CHARTS SIX AND SEVEN:**

You are not required to fill in both charts, only use the chart(s) relevant to your support request.

Salaries, wages, fringe benefits, and fees that are incurred in connection with fund raising (e.g., development staff), or in connection with facility construction or restoration projects, or newly created positions and contracts are not allowable expenses; do not include them in your budget.

Indirect costs such as administrative costs or costs to defray overhead expenses are not eligible; do not include them.

**CHART SIX:** Employee Salaries/Wages and Fringe Benefits for which Support is Requested

Your budget items must be limited to **salaries, wages, and fringe benefits** for employees, administrative and artistic, who are paid on a salary basis. List each position separately. Do not combine positions or use salary ranges. Round up to the nearest \$100.

**CHART SEVEN:** Fees for Artists and other Independent Contractors for which Support is Requested

**Fees** for artists and other independent contractors only. List each position separately. Do not combine contracts or use fee ranges. Round up to the nearest \$100.

Cell G68 will self-calculate the total of your request. The total request must fall within the range of \$5,000 to \$25,000.

See the following page for examples of eligible budget requests.

## EXAMPLES OF ELIGIBLE BUDGET REQUESTS

### EXAMPLE ONE: Employee Salaries and Wages

**Total Request \$25,000**

Title and/or Type of Employee	Number of Persons	FTEs or % of FTE	Annual salary	Annual Fringe Benefits	% of Time in Request	Amount Requested
Education Director	1	1	\$36,000	\$4,000	63%	\$25,000

### EXAMPLE TWO: Fees for Artists and Other Independent Contractors

**Total Request \$6,000**

Title and/or Type of Contract or Fee	Number of Persons	Time to Complete (wks, days, hrs)	Contract or Fee Amount Per Person	% of Fee in this Request	Amount Requested
Curator for spring show	1	2 weeks	\$2,000	100%	\$2,000
Guest Artists	2	6 days	\$4,000	50%	\$4,000

### EXAMPLE THREE: Employee Salaries and Wages and Fees for Artists and Independent Contractors

**Total Request \$24,000**

Title and/or Type of Employee	Number of Persons	FTEs or % of FTE	Annual Salary	Annual Fringe Benefits	% of Time in Request	Amount Requested
Receptionist	1	1	\$23,000	\$ 3,000	50%	\$12,500
Title and/or Type of Contract or Fee	Number of Persons	Time to Complete (wks, days, hrs)	Contract or Fee Amount Per Person	% of Fee in this Request	Amount Requested	
Dancers	3	7 weeks	\$3,000	100%	\$9,000	
Designer	1	14 days	\$5,000	50%	\$2,500	

## Section Three: Detailed Guide to the Online Process

*You may wish to print out this section for reference while you complete the application process.*

Our online process will create a portfolio for your application at <https://mt.slideroom.com>.

This requires:

- A PC or a Mac. (Firefox users, please note that your browser is not fully compatible with the online application site.)
- A pdf conversion program
- Access to high speed internet. Unfortunately, dial-up connections will not work well with this system, so if you do not have a high speed internet connection, go to [http://www.art.mt.gov/artists/artists\\_innovation.asp](http://www.art.mt.gov/artists/artists_innovation.asp) to download a list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state.
- Adobe Flash Player (version 9 or higher)

### Free resources:

Here is information on how to access or download the necessary programs at no cost. If you have questions about versions of software or need technical assistance with this, email [support@slideroom.com](mailto:support@slideroom.com). Their friendly support people will get back to you swiftly and will phone you if necessary.

- To download free Adobe Flash Player, go to <http://www.adobe.com/products/flashplayer/>
- To download a free PDF converter, go to [http://www.download.com/CutePDF-Writer/3000-6675\\_4-10206470.html](http://www.download.com/CutePDF-Writer/3000-6675_4-10206470.html)

### Required documents:

Only one document must be prepared for upload to the online application: your organization's ARRA Financial Profile and Budget Request form. This must be converted to pdf format and be no larger than 10MB. It should be saved on your hard drive, flash drive or other portable storage device.

An additional copy of your ARRA Financial Profile and Budget Request form must be emailed as an **Excel spreadsheet** (not converted to pdf) to [cstiles@mt.gov](mailto:cstiles@mt.gov).

### How to create your application portfolio:

**Step 1:** You must **register and create an account** in order to submit your application. Click on the link at the bottom of the Montana Arts Council ARRA page ([http://www.art.mt.gov/orgs/orgs\\_arra.asp](http://www.art.mt.gov/orgs/orgs_arra.asp)) which will take you to <https://mt.slideroom.com/app/Applicant.aspx>. Here you will be asked for your email address and a password (one letter or number minimum) to secure your application account.

When you click on **save**, you will get a confirmation message followed shortly by an email with the subject line: Welcome to SlideRoom.com! Click on the link in the email message to activate your account and you will get a confirmation screen. Follow the **click here** link to the application website, then log-in on the right of the screen using your email address and password. An online instruction guide on this log-in page can be opened by clicking the Help button at the bottom of the screen. Whenever you wish to revisit your application portfolio you must log-in the same way. Your entry will be automatically saved and you can go back as often as you like to edit and upload until you click the Submit Portfolio button. We suggest that you bookmark the website for convenience.

**Step 2:** You are now at the **Choose Program** screen. In the gray box at the top of the left sidebar, click on the blue title **Select a Program** to read the guidelines for MAC and WESTAF ARRA Grants Program. Then click the **select** button beneath the guideline window. For help with any step once you have logged in, click the "Support" lifebelt button at top right for quick help topics or email support.

**Step 3:** Next, click on the blue **Manage Portfolio** link on the sidebar to locate the ARRA Financial Profile and Budget Request Form pdf document that you have prepared for your application. In the sidebar there will be a pale blue window with three buttons beneath it. Click on the left button marked **browse** and a new window will open showing the contents of your computer and any portable memory devices plugged in to it. Navigate to the file you want, left click to select it and then click **Open** at the bottom right of the window in the sidebar. The name of the file will then appear in the window. To upload it, click on the name of the file so that it shows bright blue and click the **upload** button. It may also be removed by selecting in the same way and clicking "remove."

When your ARRA Financial Profile and Budget Request form has been successfully uploaded, an Adobe pdf icon will appear in the main black "gallery" area. This will have an "i" in a small blue circle in one corner to remind you to label it, so double-click on it to add details in all fields, then click on **save**.

**Step 4:** When you have uploaded and labeled your ARRA Financial Profile and Budget Request form (and tested it to make sure it opens), click on **Complete Application Form** at the very bottom of the left sidebar. Here you will answer questions about your organization. Enter information directly by clicking on an answer field and typing, or cutting and pasting text from another document.

**Step 5:** When you are satisfied that your application is complete, click the **Submit Portfolio** button in the top right corner of the screen. If any area still needs attention, you will get an on-screen message with further instructions. If the application meets all guidelines, a window appears that allows you to review it one last time. If everything looks correct, click **submit**. This will bring up a standard credit card screen for you to make payment (\$10.) After payment is made you will see an on-screen confirmation of successful submission containing your confirmation number and the opportunity to print an inventory of your application. A confirmation will also be emailed to the address you gave when you created your account.

**Step 6:** Don't forget to also email an Excel version of your ARRA Financial Profile and Budget Request Form to [cstiles@mt.gov](mailto:cstiles@mt.gov) by the deadline!

**Please be aware once you click Submit Portfolio no further visits  
can be made to your application.**

The online application site contains full instructions and technical help will be at hand throughout. For technical assistance, send an email to [support@slideroom.com](mailto:support@slideroom.com). You can request that they call you if that is your preference.

If you have other questions about the MAC/WESTAF ARRA grant that are not technology related, such as policies or programs please contact MAC, not SlideRoom.